

Outdoor Dining Café Guidebook



In this guide, you will find helpful tips and requirements to ensure your café is accessible, compliant, and successful.



What's Included in this Guidebook

Outdoor Dining Cafés are areas on a public sidewalk where customers may consume food and/or beverages provided by an abutting food service establishment. Such establishments may either provide table service in the outdoor dining areas or sell take-out items to be consumed in the outdoor dining area.

The following are included in this guide:

Application Process	pg 3
Required Documents	4
Design Guidelines	5
Application	14



Application Process

You will need to follow these steps to successfully install a outdoor dinning café:

File Application with the City Clerk's Office

Call 313-224-3260 to have an application emailed to you. You can email back the completed application or drop it off on the 2nd floor, Suite 200 of the Coleman A. Young Municipal Building. 2 Woodward, Detroit, MI 48226

- ✱ You will receive a unique Petition Number.
ex: 104865

Be patient. Your application will be reviewed by various City Departments

These include: City Engineering, Traffic Engineering, Police, Health, Planning, BSEED, Historic Commission, Liquor Commission.

Wait for City Council Approval

Once all Departments approve, you will be notified that your application will be on City Council's meeting agenda.

Submit Outdoor Dining Café Permit to DPW

Once your application is approved, you will need to fill out an Outdoor Dining Café permit. This form can be found online at: detroitmi.gov/departments/departments-public-works or at: 6th floor, Suite 642 of the Coleman A. Young Municipal Building. 2 Woodward, Detroit, MI 48226

- ✱ The permit fee is \$457
- ✱ You will need a Public Notary to sign your application

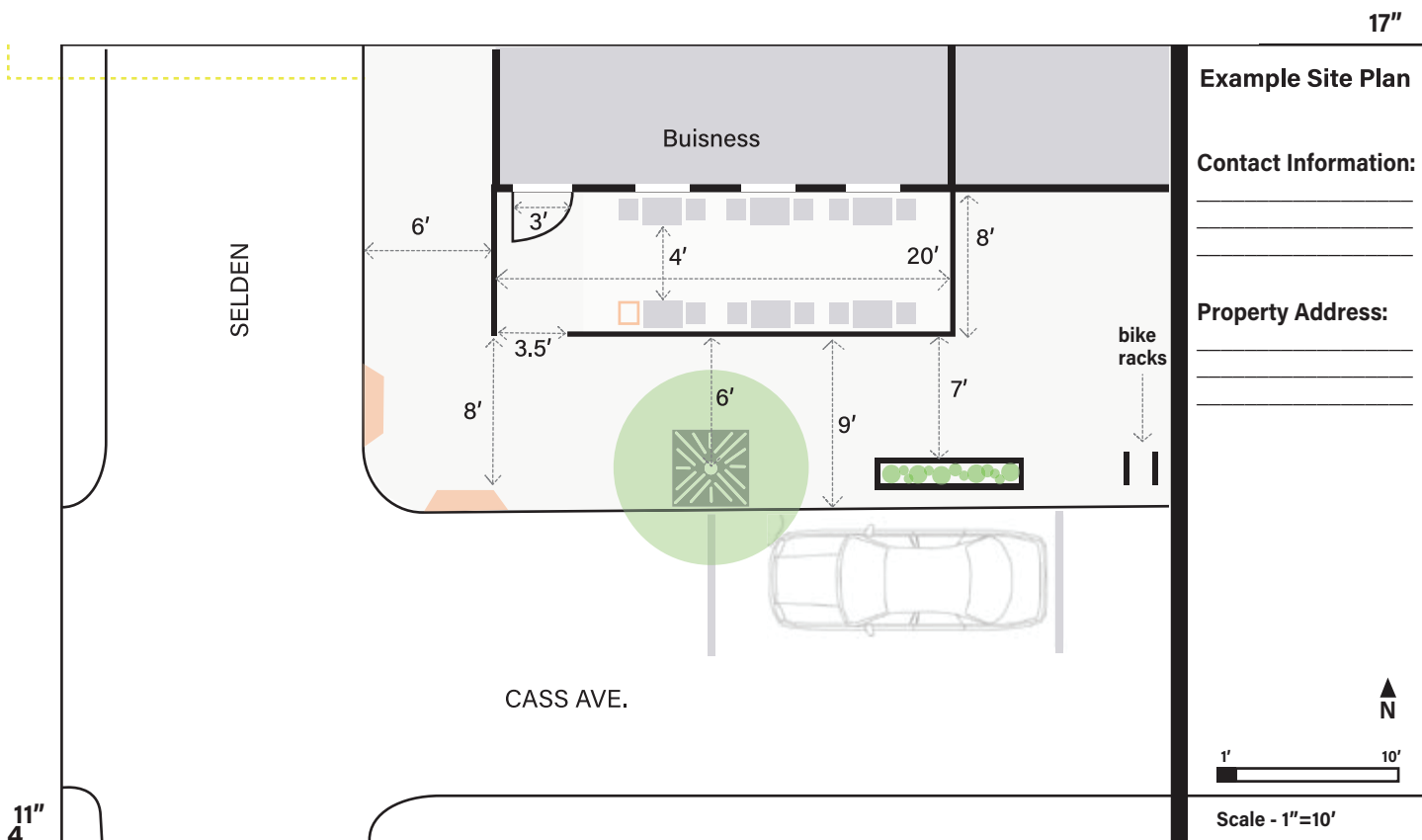
Install your Café!

Once DPW approves your permit application, you can go ahead and install your cafe! DPW will schedule a time to visit your business.

Required Documents

You will need the following to submit your application:

- ☐ **Site Plan**
11" x 17" copy scaled at 1"=10', showing dimensions of seating area and its setbacks from the street. Any obstructions within a 20ft radius of the café must be included on the plans. This includes parking meters, tree trunks, bike racks, benches, etc. Location map with North arrow should be included.
- ☐ **Floor/Elevation Plan**
11" x 17" copy at 1/8" or 1/4"=1' Scale, showing layout of tables and chairs, service corridor location and dimensions. Show elevation, type and height of fencing and furnishings.
- ☐ **Photo of Existing Condition**
where cafe is proposed.



Design Guidelines

The remainder of this guidebook will provide examples, helpful tips, and requirements to assist you in designing an attractive, accessible, compliant, and successful outdoor dining café. Following, you will find the full application.

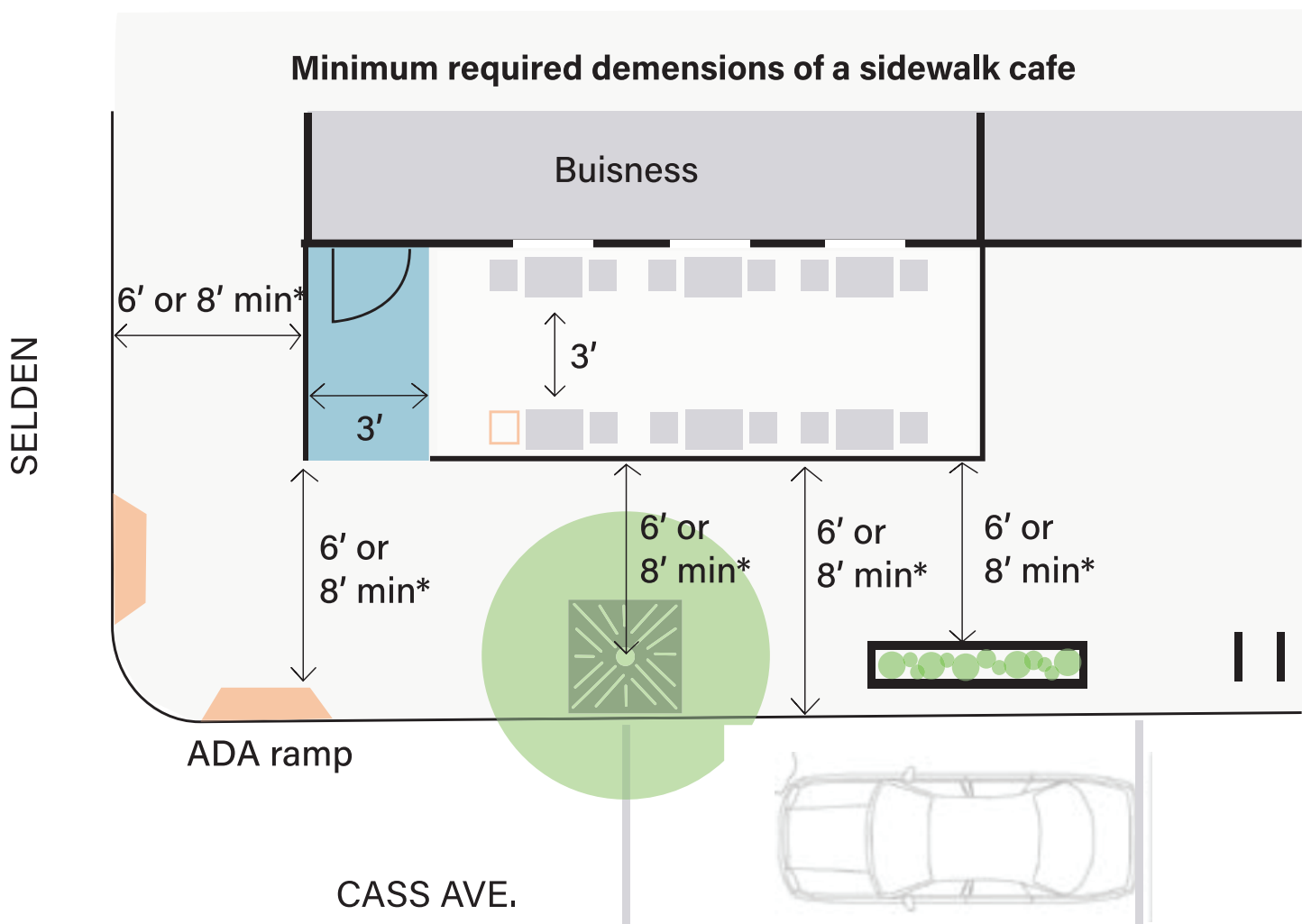


Maintaining a Clear Path

First and foremost, your outdoor dining café must be designed to ensure a minimum of 6' sidewalk is free and clear for people to walk. In Downtown Detroit, and when sidewalks are 16' or wider, a minimum of 8' of sidewalk must remain free and clear of seating and obstructions.

All outdoor dining cafés must maintain the designated minimum clear path between the outer limit of the café and any object near the curb, including the curbstone. Traffic signs, parking meters, and trees with grating flush to grade will not be considered an obstruction to the clear path requirement.

Obstructions –such as fixtures and sidewalk “furniture”—fire hydrants, bicycle racks, traffic lights, mailboxes, benches, planters, and so on—cannot interfere with clear path.



6 *8' minimum. is required in Downtown Detroit and when a sidewalk is 16 ft or wider.

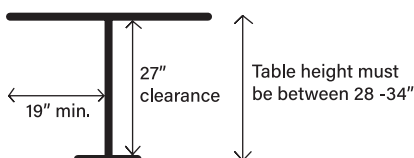
■ area where servers are allowed. ■ ADA accessible seating

Ensuring your space is Accessible

There must be a 3' aisle between any fixed seats. Be sure to organize your booth seating or movable tables accordingly. 5% Of the tables (or at least one if you have less than 20 tables) in your establishment must be ADA Compliant tables. An accessible table has a surface height of no more than 34 inches and no less than 28 inches above the floor. At least 27 inches of knee clearance must be provided between the floor and the underside of the table. An accessible route provides access to each accessible table and a clear floor area 30 inches by 48 inches is provided at each accessible seating location. This clear floor area extends 19 inches under the table to provide leg and knee clearance.

Access to the sidewalk cafe should be located along the front or parallel edge of the establishment. Sidewalk faces serving liquor are required to have a barrier around the entire perimeter, however, there must be a minimum of 1 and a maximum of 2 clear entrances to the outdoor dining area.

Example of accessible seating



Furniture Guidelines

Businesses may not operate with more tables and chairs than their license states. Every freestanding table used by the café counts as one, even when connected or combined with another table.

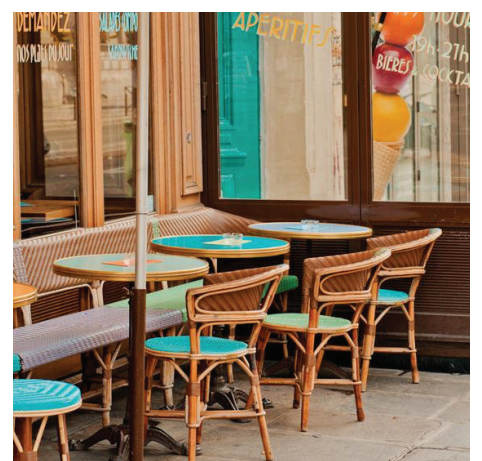
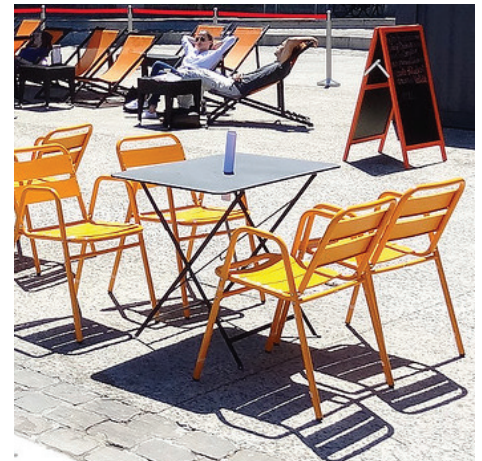
Outdoor dining café furniture must be constructed of durable materials, made for commercial use and regularly cleaned and maintained.

Tables may be any shape, but may not be over 36 inches in height. Small tables are encouraged as they provide more layout flexibility. Table and chair colors are subject to DPW approval.

Table edges and corners should be rounded and safe for passing pedestrians.

Encouraged table/chair materials: metals, finish grade woods, sturdy recycled materials. Chairs may incorporate fabric elements or may be upholstered, but must be maintained in clean condition. For upholstered chairs, water resistant textiles are strongly encouraged.

Discouraged table/chair materials: breakable plastics, and unfinished lumber. Plastic tables and tables with glass tops are discouraged.



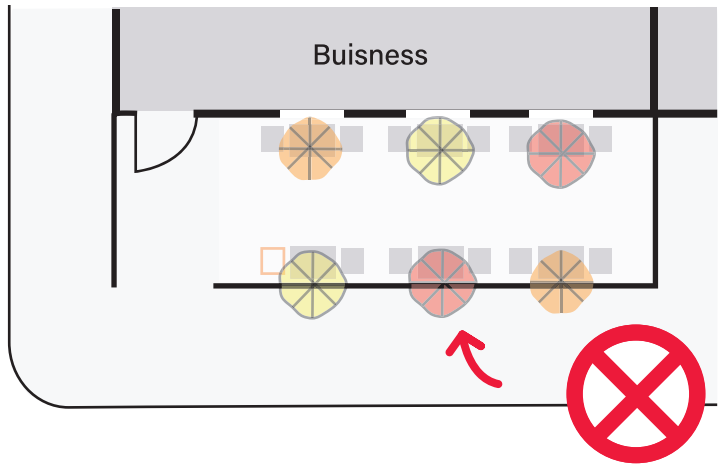
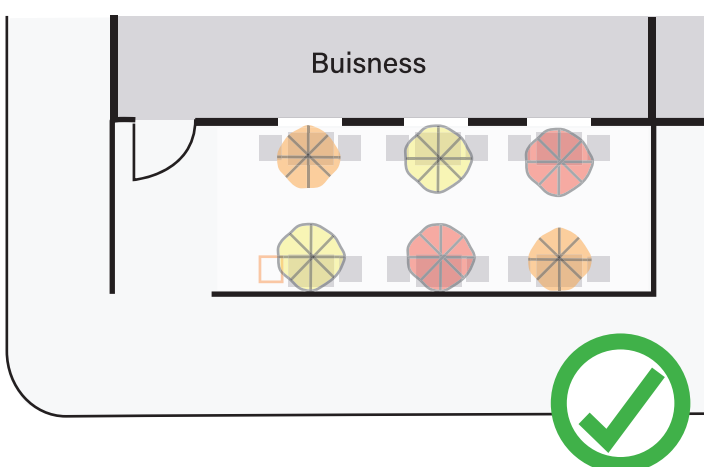
Breakable plastics and unfinished lumber are not encouraged for use.

Umbrellas

Umbrellas are a simple way to add color and increase comfort during hot summer days.

Umbrellas must be suitable for outdoor use and suitably anchored. Canvas is the preferred material. Logos are allowed on umbrellas, and the umbrellas shall blend appropriately with the surrounding built environment. Square or rectangular market-style umbrellas are recommended for sidewalk cafés for space-efficient design. Half umbrellas (shown in the third image) are great alternative when space is limited.

When open, umbrella canopies should be between 7 and 10 feet tall. Umbrellas must be contained within the defined sidewalk café area and cannot project outside the approved outdoor dining café area.



Awnings

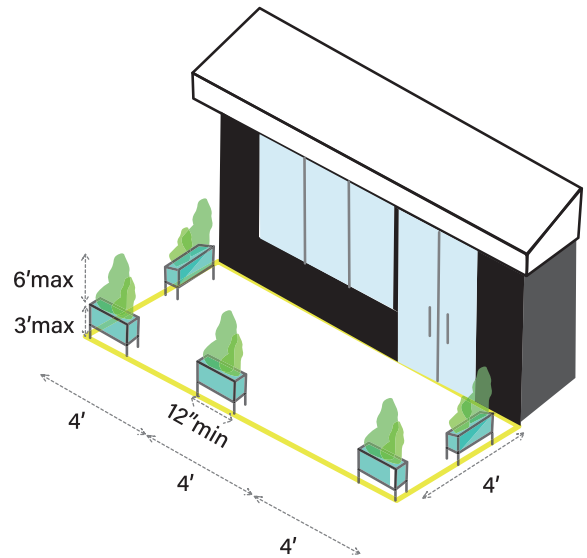
Awnings can be a great way to increase comfort by providing shade, increase the attractiveness of your facade, and/or may be more convenient than umbrellas. However, because awnings are often permanent in nature as they are attached

to a building facade, **you will need to apply for an encroachment permit instead of an outdoor dining café permit to install one.** This will allow you to keep your awning attached to your building and reuse it year after year.



Planters as Barriers

Planters cannot exceed a height of 3 feet in height and live plants cannot exceed a height of 6 feet in height. At a minimum, one pot or planter, of 12 inches in length/diameter or greater, shall be required for every 4 feet of frontage. Landscaping may be free-standing pots or in baskets securely attached to railing, top of fencing, etc. Planters must contain live plants, artificial plants are prohibited. Empty planters or planters with only bare dirt, mulch, straw, woodchips, or similar material are prohibited. Dead, dying, or unhealthy material is to be replaced with healthy material.



Barriers

Outdoor dining cafés serving alcohol must have a visually appealing barrier (fence or planter). Sidewalk cafes not serving alcohol are not required to provide barriers. Barriers may be placed in the approved sidewalk area when the sidewalk cafe is open for business, but must be removed during the off-season (the first Monday in November through April 1).

Barriers may be anchored to the city sidewalk provided a railing anchoring system agreement is signed with the City Engineering Department. The anchoring system must be approved by the City prior to installation.

Prohibited barrier materials include: chain link, rope rails, and chain rails. The use of materials for barriers that is not specifically designed as fencing, such as buckets, flag poles, newspaper stands and waste receptacles is prohibited.

Chain linked fencing, fabric inserts, chicken wire, rope, posts and stanchions, snow fencing, untreated woods, plastic, other materials not specifically designed as demarcation such as buckets, flag poles and waste receptacles and other forms determined to be inconsistent with the desired character are prohibited.

The bottom edge of barriers must be a maximum of 6" above the sidewalk surface; this allows visually impaired pedestrians using a cane to note the barrier.

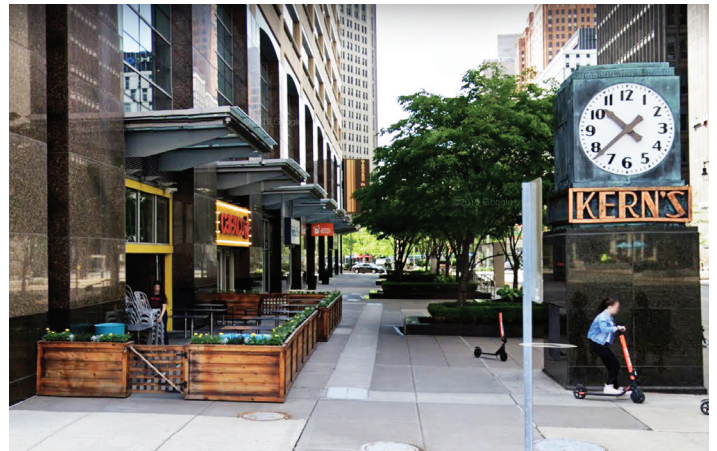
Generally barriers should be 36 inches in height, and must be free-standing, stable, and removable. Barrier segment bases should be flat with tapered edges that are between 1/4 to 1/2 inch thick.

Rigid fence segments may be placed end-to-end to create the appearance of a single fence. Footing shall be flat. Sectional fencing shall be composed of metal or wood and painted or finished in the owner's choice of color.

Outdoor dining cafés that extend 3 feet or less into the public right-of-way and/or do not serve alcohol are not required to be enclosed by a barrier.



Additional Examples of Barriers



Note: All of these examples illustrate acceptable barriers for establishments serving alcohol.



Lighting

Any lighting must be securely fastened and hung in a way that does not create a hazard. Illumination of outdoor cafes shall be confined to the interior permitted cafe. Such illumination systems shall be approved by BSEED.

Heating

Portable gas heaters are permitted in unenclosed outdoor dining cafés, subject to review and approval by the Department of Buildings and the Fire Department.

Security

The establishment is to ensure their patrons stay within the approved sidewalk cafe area. If the establishment is serving liquor, a proper liquor license and liquor license agreement must be obtained. The licensee must take reasonable steps to ensure alcoholic beverages are consumed only by patrons of age and that alcoholic beverages remain within the outdoor dining café area.

For questions about the application process, contact:

**The City of Detroit,
Department of Public Works
2 Woodward Avenue
Suite 642
Detroit, MI 48226
313-224-3901**

**For questions about design/
materials, contact:**

**Julio Cedano,
Planning and Development Dept.
cedanoj@detroitmi.gov
313-628-0196**



Outdoor Dining Cafe Permit Application

An outdoor dining café is any group of tables, chairs, benches and suitable decorative devices or other fixtures, maintained within the public right-of-way; and its intended use is for the purpose of consumption of food or beverage by patrons when such is located adjacent to or within close proximity of a licensed food or beverage service establishment having the same operator.

The regulation of an outdoor dining café is guided by **Chapter 43 Article 8, Sec. 43-8-21, 43-8-23 of the City Code**, which provides the appropriate City Departments with the authority to permit a temporary or permanent encroachment in a street, alley or public easement, after receiving approval.

Requirements for obtaining an outdoor café permit:

- Completed application.
- Signed and dated site plan (see sample site plan in design guideline **page 4 in the Design Guideline**)
 - Must include name and address of business
 - Labeled street names and location of the business along the street
 - Must show the distance from the building face to the street curb
 - Must show the distance from the building face to the edge of the proposed seating area
 - Must show the distance from the edge of the seating area to the street curb
 - If there are obstructions in the sidewalk, must show the distance from the obstruction to the edge of the seating area (must be 6ft clearance minimum; if the obstruction is a tree grate, must be 6ft clearance from the center of the tree grate to the edge of the seating area)
 - Must show any obstructions within a 20ft radius of the café (i.e. parking meters/kiosks, tree trunks, bike racks, benches, etc.)
 - Must show the height of the barrier/enclosure, tables, and chairs
 - Must show the layout of the tables and chair and service corridor location
 - If the seating area is near the curb, must show distance from the edge of the seating area to the building face. Must be a 6ft clearance minimum.
- Photos of existing proposed outdoor seating area, and proposed furniture for area.
- Seating area may only be used for dining and drinking; no storage or food prep.
- **If serving alcohol, you must be licensed by the Michigan Liquor Control Commission (MLCC)**
 - **Applicant must have an outdoor service authorization.**
 - **For more information please call the MLCC at 866-813-0011**
- Signed and notarized indemnity agreement
- **Operators of outdoor dining cafes are responsible for compliance with all applicable laws, including the ones listed.**
 - **City of Detroit**
 - **Noise:** Sec. 16-1-11-16-1-14 – Non-Motor Vehicle Noise
 - **Animals:** 19-3-1085-Prohibiting animals
 - **Encroachment:** Sec. 43-8-21-48-8-23
 - **Outdoor Entertainment:** 50-12-190-Stadiums or sport arenas; outdoor entertainment
 - **Food and Beverage Service:** 50-14-51-Food and beverage service (off street parking regs.)
 - **Lighting:** Sec. 50-14-418 — Lighting – General Illumination Standard (prohibits “off-site spillover lighting and nightglow”)
 - **State of Michigan**
 - Food Law, Public Act 92 of 200, as amended (MCL 289.1101, et seq.)
 - The Michigan Penal Code, Public Act 328 of 1931, as amended section 502c (MCL 750.502c Public accommodation - allowing service animals)

If you have any questions, please contact the Department of Public Works, 313-224-3935.



Department of
Public Works

Coleman A Young Municipal Center
2 Woodward Ave – Suite 642
Detroit, MI 48226
313-224-3935
www.detroitmi.gov

Application for Outdoor Dining Café

☐ **New Application** (Complete All Sections)

☐ **Renewal Application** (Complete Section A)

An application is a renewal if there are no changes to the business name, operator/owner, or site plan/layout.

APPLICATION FEE: (TO BE PAID ONCE APPLICATION IS APPROVED)

\$457, NEW APPLICATION

\$400, RENEWAL APPLICATION

SECTION A. CONTACT INFORMATION

OUTDOOR CAFÉ INFORMATION

CAFÉ NAME:

CAFÉ ADDRESS:

OWNER INFORMATION

OWNER NAME:

OWNER ADDRESS:

OWNER PHONE:

OWNER EMAIL:

PETITIONER INFORMATION

PETITIONER NAME:

PETITIONER ADDRESS:

PETITIONER PHONE:

PETITIONER EMAIL:

SECTION B. OUTDOOR CAFÉ INFORMATION

OUTDOOR CAFÉ SITE INFORMATION

☐ SEASONAL (Operates April to November)

☐ PERMANENT (Operates year-round)

ALCOHOL WILL BE SERVED

☐ YES ☐ NO

☐ OPEN WITH NO ENCLOSURE, BARRIER ☐ ENCLOSED, BARRIER (Needed if serving alcohol)

☐ FIXED AWNING (Will need to apply for a permanent encroachment. Contact Jered Dean, DPW, 313-224-3970)

SQUARE FOOTAGE OF AREA TO BE USED:

NUMBER OF TABLES:

NUMBER OF CHAIRS:

Signature:

Date:

Print Name:

Please provide the following to the Department of Public Works (Suite 642. 313-224-3935): completed application, signed and dated site plan/layout of the proposed space, photos of the current space, photos of the proposed furniture to be used in the space and a signed and notarized indemnity agreement.



Coleman A Young Municipal Center
2 Woodward Ave – Suite 642
Detroit, MI 48226
313-224-3935
www.detroitmi.gov

Procedure for Processing Outdoor Dining Café Applications

1. All requests to establish an outdoor dining café in the public right-of-way shall be initiated by petition to the Detroit City Clerk's office.
2. The Department of Public Works (DPW) and the Planning and Development Department (PDD), will act as the Coordinating Agency in the processing of such requests by obtaining approvals and recommendations from the following City Departments and/or agencies:
 - a. Buildings, Safety, Engineering and Environmental Department (BSEED)
 - i. For outdoor seating areas on private property, not in the public right of way
 - b. Department of Public Works City Engineering Division, Traffic Engineering Division, and Complete Streets Division
 - i. City and Traffic Engineering – review site plans and on-site review for ADA compliance, ensures there is an unobstructed walking path
 - ii. Complete Streets – review furniture and site plan photos (in conjunction with PDD)
 - c. Detroit Health Department (DHD)
 - i. Verifies health code compliance
 - d. Planning and Development Department (PDD)
 - i. Reviews furniture and site plan photos
 - e. Historic District Commission (HDC)
 - i. This only applies to businesses located in a historic district. Application will be reviewed by (HDC) as specified in Ordinance 161-H.
 - f. Detroit Police Department (DPD)
 - i. Verifies there have been no nuisance complaints or violations
 - g. Legislative Policy Division (LPD)
 - i. Verifies applicant is clear from violations and fees (blight violations, unpaid permit fees, etc.)
3. After receiving approvals from the departments and agencies listed above, DPW will submit a resolution for the petition to be forwarded to the City Clerk for Council approval, denial or approval with conditions.
4. The issuance of a permit shall not waive the rights of the City to utilize the area for street widening or other purposes, as may become necessary. Further, all permits shall be revocable at the will, whim and caprice of the City Council, and shall not be assigned or transferred without the written approval of the City Council.
5. Standard to the issuance of a permit by the Department of Public Works, the petitioner shall file and Indemnity Agreement with the Department of Public Works in a form approved by the Law Department to save and protect the City from any and all claims, damages or expense that may arise from the issuance of such a permit.
6. The petitioner shall be responsible for all costs associated with granting a permit to use the right-of-way, including such costs as may be necessary to restore the public property affected to a condition satisfactory to the Department of Public Works.
7. That all permits granted shall not be assigned or transferred without the written approval of the City Council.
8. The right to alter, amend or repeal the permit is reserved to the City Council.
9. All applications for an outdoor dining café shall conform to the attached Outdoor Dining Café Guidelines.



Operating an Outdoor Dining Café

1. Outdoor dining café shall be designed and arranged according to the outdoor dining café guidelines.
2. Outdoor dining café shall operate in compliance of all applicable city ordinances.
3. Seasonal outdoor dining cafés may transact business only during the hours of 7:00 AM through 1:00 AM.
4. Seasonal outdoor dining cafés may operate only during the months of April through November. Operation during the months of December through March shall require that the area be enclosed and heated in conformance with materials and heating fixtures approved by **DPW and BSEED**. During the months of non-operation, all moveable outdoor dining café equipment shall be moved from the public right-of-way and placed in storage.

Reference Material

HEALTH

Please reference the City of Detroit Health Department [fixed food establishment guidelines](#) for new establishments.

If you are an already established business and plan to do more than serve food in the outdoor dining area, please contact the health department for further instruction, at 313-876-4000.

All food establishments must adhere to the [2009 FDA Food Code](#) (and applicable subsequent changes or amendments), as well as the [Michigan Food Law](#).

Contents

Also available in [\(PDF 6MB\)](#) and [en Español \(Spanish\) \(PDF 2MB\)](#).

- [Previous Editions of Codes](#) (also available in [PDF](#))
- [Introduction](#) (also available in [PDF](#))
- [Preface](#) (also available in [PDF](#))
- Chapter 1: [Purpose and Definitions](#) (also available in [PDF](#))
- Chapter 2: [Management and Personnel](#) (also available in [PDF](#))
- Chapter 3: [Food](#) (also available in [PDF](#))
- Chapter 4: [Equipment, Utensils, and Linens](#) (also available in [PDF](#))
- Chapter 5: [Water, Plumbing and Waste](#) (also available in [PDF](#))
- Chapter 6: [Physical Facilities](#) (also available in [PDF](#))
- Chapter 7: [Poisonous or Toxic Materials](#) (also available in [PDF](#))
- Chapter 8: [Compliance and Enforcement](#) (also available in [PDF](#))
- Index (Only applicable to PDF version.) (available in [PDF](#))
- Annex 1: [Compliance and Enforcement](#) (also available in [PDF](#))
- Annex 2: [References](#) (also available in [PDF](#))
- Annex 3: [Public Health Reasons/Administrative Guidelines](#) (also available in [PDF](#))
- Annex 4: [Management of Food Practices Achieving Active Managerial Control of Foodborne Illness Risk Factors](#) (also available in [PDF](#))
- Annex 5: [Conducting Risk-based Inspections](#) (also available in [PDF](#))
- Annex 6: [Food Processing Criteria](#) (also available in [PDF](#))
- Annex 7: [Model Forms, Guides, and Other Aids](#) (also available in [PDF](#))
- Summary: [Summary of Changes in the FDA Food Code](#) (also available in [PDF](#))
- Supplement: [SUPPLEMENT TO THE 2009 FOOD CODE](#) (Added September 2011)



Department of
Public Works

Coleman A Young Municipal Center
2 Woodward Ave – Suite 642
Detroit, MI 48226
313-224-3935
www.detroitmi.gov



Department of
Agriculture & Rural Development

Search



About MDARD

Animal Health & Care

Consumer Information

Environmental
Programs

Fairs & Horses

Farm, Business & Lab
Services

Food & Ag Business
Development

Food & Dairy Safety

Food Recalls

Food Safety

MDARD / FOOD & DAIRY SAFETY / FOOD & DAIRY INDUSTRY / FOOD AND DAIRY LAWS

Food and Dairy Laws

- Manager Certification
- Michigan's Dairy Laws
- Michigan Food Code (effective October 1, 2012) 
- [Michigan Food Law](#) 
- Food and Dairy Regulations

Code of Federal Regulations (CFRs)

[Code of Federal Regulations](#)

Food Code Changes, Information and Fact Sheets

[Food Code Changes, Information and
Fact Sheets](#)

Forms and Operational Guides

[Forms and Operational Guides](#)

Michigan Food Law Website

Historic District Commission

IMPORTANT: If your establishment is located within a historic district, you must complete a City of Detroit Historic District Commission Project Review Request. This is a three page document included on the next page.

THIS IS A 3-PAGE FORM - ALL INFORMATION IS REQUIRED FOR PROJECT REVIEW

HISTORIC DISTRICT COMMISSION PROJECT REVIEW REQUEST

City of Detroit - Planning & Development Department
2 Woodward Avenue, Suite 808
Detroit, Michigan 48226

Date: _____

PROPERTY INFORMATION

ADDRESS: _____ AKA: _____

HISTORIC DISTRICT: _____

SCOPE OF WORK: (Check ALL that apply)

<input type="checkbox"/> Windows/ Doors	<input type="checkbox"/> Roof/Gutters/ Chimney	<input type="checkbox"/> Porch/ Deck	<input type="checkbox"/> Landscape/Fence/ Tree/Park	<input type="checkbox"/> General Rehab
<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition	<input type="checkbox"/> Addition	<input type="checkbox"/> Other: _____	

APPLICANT IDENTIFICATION

☐ Property Owner/
Homeowner

☐ Contractor

☐ Tenant or
Business Occupant

☐ Architect/Engineer/
Consultant

NAME: _____ COMPANY NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ MOBILE: _____ EMAIL: _____

PROJECT REVIEW REQUEST CHECKLIST

Please attach the following documentation to your request:

PLEASE KEEP FILE SIZE OF ENTIRE SUBMISSION UNDER 30MB

- ☐ **Completed Building Permit Application** (highlighted portions only)
- ☐ **ePLANS Permit Number** (only applicable if you've already applied for permits through ePLANS)
- ☐ **Photographs** of ALL sides of existing building or site
- ☐ **Detailed photographs** of location of proposed work (photographs to show existing condition(s), design, color, & material)
- ☐ **Description of existing conditions** (including materials and design)
- ☐ **Description of project** (if replacing any existing material(s), include an explanation as to why replacement--rather than repair--of existing and/or construction of new is required)
- ☐ **Detailed scope of work** (formatted as bulleted list)
- ☐ **Brochure/cut sheets** for proposed replacement material(s) and/or product(s), as applicable

NOTE:

Based on the scope of work, additional documentation may be required.

See www.detroitmi.gov/hdc for scope-specific requirements.

Upon receipt of this documentation, staff will review and inform you of the next steps toward obtaining your building permit from the Buildings, Safety Engineering and Environmental Department (BSEED) to perform the work.

SUBMIT COMPLETED REQUESTS TO HDC@DETROITMI.GOV

P2 - BUILDING PERMIT APPLICATION

Date: _____

PROPERTY INFORMATION

Address: _____ Floor: _____ Suite#: _____ Stories: _____

AKA: _____ Lot(s): _____ Subdivision: _____

Parcel ID#(s): _____ Total Acres: _____ Lot Width: _____ Lot Depth: _____

Current Legal Use of Property: _____ Proposed Use: _____

Are there any existing buildings or structures on this parcel? ☐ Yes ☐ No

PROJECT INFORMATION

Permit Type: ☐ New ☐ Alteration ☐ Addition ☐ Demolition ☐ Correct Violations

☐ Foundation Only ☐ Change of Use ☐ Temporary Use ☐ Other: _____

☐ Revision to Original Permit #: _____ (Original permit has been issued and is active)

Description of Work (Describe in detail proposed work and use of property, attach work list)

☐ MBC use change ☐ No MBC use change

Included Improvements (Check all applicable; these trade areas require separate permit applications)

☐ HVAC/Mechanical ☐ Electrical ☐ Plumbing ☐ Fire Sprinkler System ☐ Fire Alarm

Structure Type

☐ New Building ☐ Existing Structure ☐ Tenant Space ☐ Garage/Accessory Building

☐ Other: _____ Size of Structure to be Demolished (LxWxH) _____ cubic ft.

Construction involves changes to the floor plan? ☐ Yes ☐ No

(e.g. interior demolition or construction to new walls)

Use Group: _____ Type of Construction (per current MI Bldg Code Table 601) _____

Estimated Cost of Construction \$ _____ By Contractor \$ _____ By Department

Structure Use

☐ Residential-Number of Units: _____ ☐ Office-Gross Floor Area _____ ☐ Industrial-Gross Floor Area _____

☐ Commercial-Gross Floor Area: _____ ☐ Institutional-Gross Floor Area _____ ☐ Other-Gross Floor Area _____

Proposed No. of Employees: _____ List materials to be stored in the building: _____

PLOT PLAN SHALL BE submitted on separate sheets and shall show all easements and measurements (must be correct and in detail). SHOW ALL streets abutting lot, indicate front of lot, show all buildings, existing and proposed distances to lot lines. (Building Permit Application Continues on Next Page)

For Building Department Use Only

Intake By: _____ Date: _____ Fees Due: _____ DngBld? ☐ No

Permit Description:

Permit #:

Current Legal Land Use: _____ Proposed Use: _____

Permit#: _____ Date Permit Issued: _____ Permit Cost: \$ _____

Zoning District: _____ Zoning Grant(s): _____

Lots Combined? ☐ Yes ☐ No (attach zoning clearance)

Revised Cost (revised permit applications only) Old \$ _____ New \$ _____

Structural: _____ Date: _____ Notes: _____

Zoning: _____ Date: _____ Notes: _____

Other: _____ Date: _____ Notes: _____



IDENTIFICATION (All Fields Required)

Property Owner/Homeowner

☐ Property Owner/Homeowner is Permit Applicant

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile: _____

Driver's License #: _____ Email: _____

Contractor

☐ Contractor is Permit Applicant

Representative Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile: _____ Email: _____

City of Detroit License #: _____

TENANT OR BUSINESS OCCUPANT

☐ Tenant is Permit Applicant

Name: _____ Phone: _____ Email: _____

ARCHITECT/ENGINEER/CONSULTANT

☐ Architect/Engineer/Consultant is Permit Applicant

Name: _____ State Registration#: _____ Expiration Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile: _____ Email: _____

HOMEOWNER AFFIDAVIT (Only required for residential permits obtained by homeowner.)

I hereby certify that I am the legal owner and occupant of the subject property and the work described on this permit application shall be completed by me. I am familiar with the applicable codes and requirements of the City of Detroit and take full responsibility for all code compliance, fees and inspections related to the installation/work herein described. I shall neither hire nor sub-contract to any other person, firm or corporation any portion of the work covered by this building permit.

Print Name: _____ Signature: _____ Date: _____
(Homeowner)

Subscribed and sworn to before me this _____ day of _____ 20____ A.D. _____ County, Michigan

Signature: _____ My Commission Expires: _____
(Notary Public)

PERMIT APPLICANT SIGNATURE

I hereby certify that the information on this application is true and correct. I have reviewed all deed restrictions that may apply to this construction and am aware of my responsibility thereunder. I certify that the proposed work is authorized by the owner of the record and I have been authorized to make this application as the property owner(s) authorized agent. Further I agree to conform to all applicable laws and ordinances of jurisdiction. **I am aware that a permit will expire when no inspections are requested and conducted within 180 days of the date of issuance or the date of the previous inspection and that expired permits cannot be**

Print Name: _____ Signature: _____ Date: _____
(Permit Applicant)

Driver's License #: _____ Expiration: _____

Subscribed and sworn to before me this _____ day of _____ 20____ A.D. _____ County, Michigan

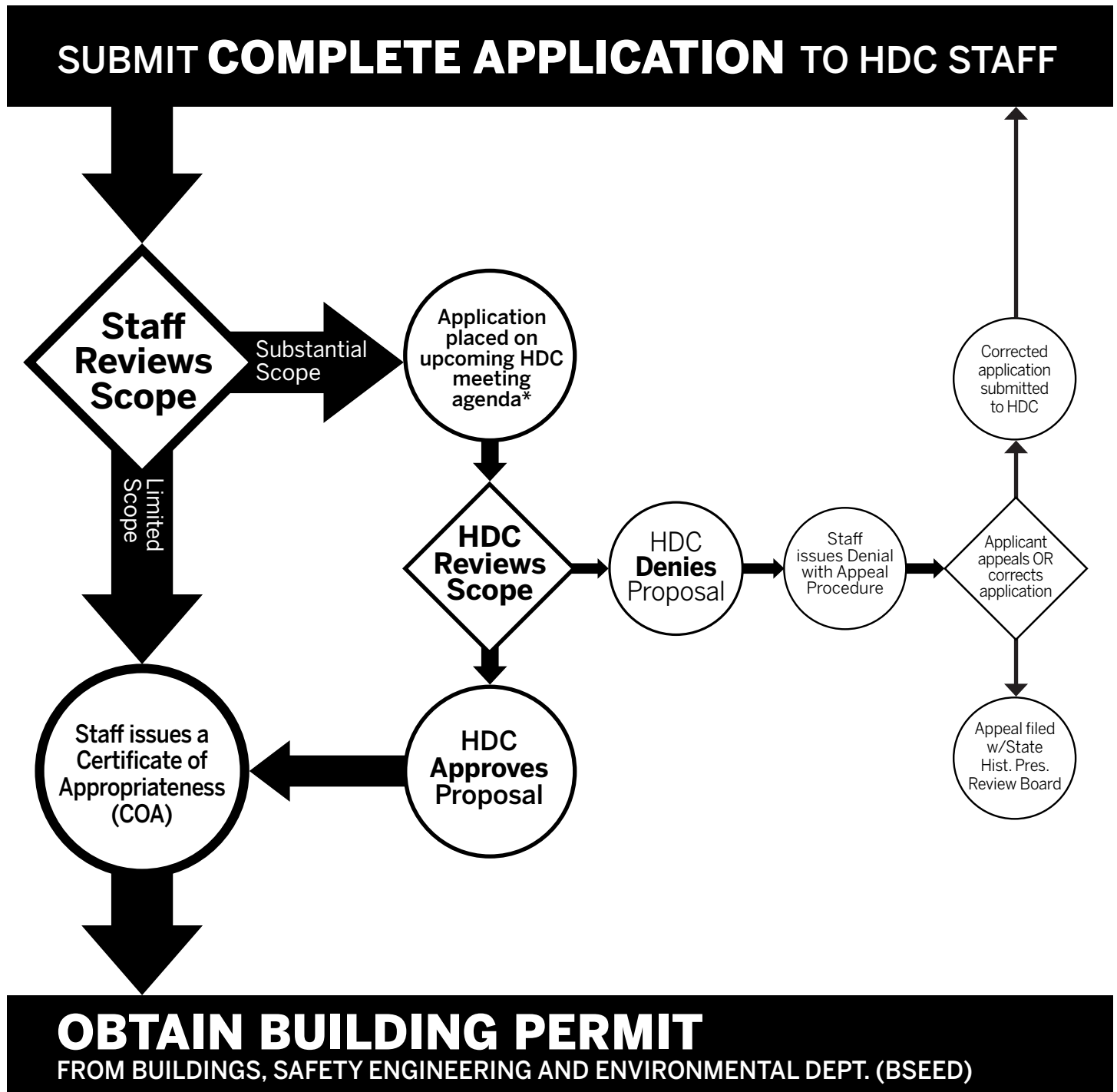
Signature: _____ My Commission Expires: _____
(Notary Public)

Section 23a of the state construction code act of 1972, 1972PA230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Visitors of Section 23a are subject to civil fines.

This application can also be completed online. Visit detroitmi.gov/bseed/elaps for more information.



HISTORIC DISTRICT COMMISSION REVIEW & PERMIT PROCESS



* THE **COMMISSION MEETS REGULARLY AT LEAST ONCE PER MONTH**, TYPICALLY ON THE SECOND WEDNESDAY OF THE MONTH.
(SEE WEBSITE FOR MEETING SCHEDULE/AGENDAS)

FIND OUT MORE AT www.detroitmi.gov/hdc